

Message Text

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PAGE 01 STATE 121038
ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 CCO-00 /026 R

DRAFTED BY S/S-S:LFARRAR:JW
APPROVED BY S/S:FWISNER
S/S-S:LJREDDY
EA - MR. GLEYSTEN
NSC - MOKENBERG
S/S:RCASTRODALE

-----076710 120150Z /73

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FM SECSTATE WASHDC
TO USLO PEKING IMMEDIATE
AMEMBASSY TOKYO IMMEDIATE
AMEMBASSY SEOUL IMMEDIATE

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EXDIS

E.O. 11652: N/A

TAGS:OVIP (BRZEZINSKI, ZBIGNIEW), XB

SUBJECT: BRZEZINSKI VISIT - ADMINISTRATIVE/LOGISTICAL
REQUIREMENTS

THE FOLLOWING ARE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS
IN SUPPORT OF DR. BRZEZINSKI'S FORTHCOMING VISIT. LOCAL
CONDITIONS MAY NECESSITATE SOME CHANGES OR SUBSTITUTIONS.
IF SO, IT IS IMPORTANT THAT WE BE ADVISED OF ALL CHANGES
ASAP.

1. EMBASSY SUPPORT ROLE: POST WILL BE RESPONSIBLE FOR
SETTING UP OFFICES FOR DR. BRZEZINSKI AND OTHER MEMBERS
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OF PARTY, AS WELL AS PROVIDING FULL ADMINISTRATIVE,
LOGISTICAL, AND COMMUNICATIONS BACK-UP FOR THE VISIT,
ESTABLISHING COURIER AND DUTY SECRETARY SCHEDULES (WHERE
APPROPRIATE), MAKING ADVANCE APPOINTMENTS FOR
DR. BRZEZINSKI AND OTHER SENIOR MEMBERS OF HIS PARTY, AS
WELL AS-UNDERTAKING A VARIETY OF OTHER RESPONSIBILITIES.

2. POST SHOULD DESIGNATE TWO MIDDLE-GRADE, SUBSTANTIVE OFFICERS TO SERVE IN A LIAISON CAPACITY DURING VISIT. THESE INDIVIDUALS, EACH OF WHOM SHOULD HAVE A GOOD GRASP OF BOTH EMBASSY AND HOST GOVERNMENT PROCEDURES, MUST BE

FULLY READ INTO POST PREPARATIONS FOR THE VISIT. ONE OF THESE INDIVIDUALS (ON AN AS-NEEDED BASIS) MUST BE AVAILABLE AT ALL TIMES TO PERFORM LIAISON FUNCTIONS THROUGHOUT THE PARTY'S STAY. HE OR SHE SHOULD ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT IS MAINTAINED FOR THE PARTY'S USE. PLEASE CABLE NAMES OF LIAISON OFFICERS.

3. SPECIFIC GUIDANCE ON SCHEDULE AND SCENARIO PREPARATION, FUNDING, PRESS ARRANGEMENTS, SECURITY AND COMMUNICATIONS WILL FOLLOW BY SEPTEL.

4. PARTY COMPOSITION. DR. BRZEZINSKI'S PARTY WILL CONSIST OF ABOUT FOURTEEN PEOPLE INCLUDING SUPPORT STAFF PLUS TWENTY MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

5. ENTRY/EXIT FORMALITIES.

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A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY AND CREW. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE DONE.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCE FOR PASSENGERS AND BAGGAGE ABOARD AIRCRAFT AND ASSIGN POST OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

6. ACCOMMODATIONS.

FOR PEKING:

A. ACCOMMODATIONS AT GUEST HOUSE COMPLEX SHOULD BE ASSIGNED, AFTER DR. AND MRS. BRZEZINSKI, IN DESCENDING ORDER OF PRIORITY TO ASSISTANT SECRETARY HOLBROOKE, 4 NSC STAFF MEMBERS AND ONE SECRETARY, OTHER MEMBERS OF OFFICIAL PARTY, REMAINING SECRETARIES. (TOTAL OF 12 SINGLE ROOMS IN ADDITION TO BRZESINSKIS.)

B. PLANE CREW WILL REQUIRE TEN (10) DOUBLE ROOMS.

FOR SEOUL:

A. DR. AND MRS. BRZEZINSKI HAVE ACCEPTED AMBASSADOR'S INVITATION TO STAY AT RESIDENCE. PLEASE ADVISE SOONEST NUMBER OF OTHER PERSONS WHO CAN BE ACCOMMODATED AT THE RESIDENCE. - -

B. KNOWN ROOM REQUIREMENTS FOR THE PARTY TRAVELING ABOARD THE AIRCRAFT (IN ADDITION TO BRZEZINSKIS) ARE 12 SINGLES. ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED THROUGH MILITARY CHANNELS. FYI: CREW WILL REQUIRE TEN (10) DOUBLE ROOMS.

FOR TOKYO:
PARTY WISHES TO STAY AT OKURA HOTEL. KNOWN ROOM REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT LIMITED OFFICIAL USE

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7. OFFICE SPACES.

OFFICE SPACE REQUIREMENTS (PRC IN GUEST HOUSE, SEOUL IN RESIDENCE, TOKYO IN OKURA HOTEL) ARE:

A. NSC STAFF OFFICE(S) CAPABLE OF ACCOMMODATING FOUR PEOPLE. SHOULD BE PROVIDED WITH DESKS, CHAIRS, TWO TYPEWRITERS AND TYPEWRITER STANDS, DESK LAMPS AND OFFICE SUPPLIES. (SEE PARAGRAPH 15 FOR SPECIFICS.)

B. SECRETARY'S WORK ROOM CAPABLE OF ACCOMMODATING THREE SECRETARIES. SHOULD BE PROVIDED WITH DESKS, CHAIRS, THREE TYPEWRITERS AND STANDS, DESK LAMPS, TWO BEST-AVAILABLE COPIERS (24-HOUR SERVICE) AND OFFICE SUPPLIES (SEE PARAGRAPH 15 FOR SPECIFICS.)

C. PARTY HOPES TO MAKE USE OF LAINER VIP TRANSCRIBER AND POCKET SECRETARY EQUIPMENT WHICH WILL BE BROUGHT ALONG. TRANSFORMERS SHOULD BE MADE AVAILABLE IF REQUIRED.

D. STAFF OFFICE SHOULD HAVE SECURITY CONTAINER FOR CLASSIFIED MATERIAL.

8. TRANSPORTATION.

DR. BRZEZINSKI WILL USE POST-FURNISHED TRANSPORTATION. HE WISHES TO MINIMIZE REQUIREMENT AND IS WILLING TO SHARE, LIMITED OFFICIAL USE

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AND HAVE STAFF MEMBERS SHARE, VEHICLES AS NECESSARY.
MINIMUM REQUIREMENTS FOR CARS AND DRIVERS, HOWEVER, ARE:

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- B. ONE VEHICLE FOR MRS. BRZEZINSKI.
- C. ONE VEHICLE FOR ASSISTANT SECRETARY HOLBROOKE.
- D. ONE VEHICLE FOR NSC STAFF USE.
- E. ONE VEHICLE FOR WHITE HOUSE COMMUNICATIONS OFFICER.
- F. VAN OR STATION WAGON FOR CLASSIFIED MATERIAL.
- G. TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT
THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO
GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT,
INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED
ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES
BEFORE ARRIVAL OF THE PARTY.

9. ROOM AND CAR ASSIGNMENTS.

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND
CAR ASSIGNMENTS AND NOTIFY DEPARTMENT BY IMMEDIATE CABLE.

10. SECURITY

A. PARTY WILL NOT BE ACCOMPANIED BY ANY SECURITY
AGENTS. ANY PROTECTIVE ARRANGEMENTS WILL BE SUBJECT OF
SEPTEL.

B. RSO WILL BE RESPONSIBLE FOR LOCAL TRANSPORTATION
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OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR HOUR MSG COVERAGE OF OFFICE SPACES
IS REQUIRED. UNLESS THERE IS COMPELLING REASON TO
CONTRARY, MSG'S SHOULD NOT BE IN UNIFORM.

11. BAGGAGE.

A. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

B. THE AMERICAN RESPONSIBLE FOR SUPERVISING BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH NSC STAFF REP AS SOON AS POSSIBLE AFTER ARRIVAL.

12. GIFTS.

.....THERE WILL BE NO EXCHANGE OF GIFTS.

13. SECRETARIAL/COURIER ASSISTANCE.

A. WE DO NOT ANTICIPATE REQUIREMENT FOR SECRETARIAL SUPPORT FROM POST.
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B. WHILE PARTY CURRENTLY INTENDS TO MOVE TRAFFIC ITSELF, CONTINGENCY PLANS SHOULD BE MADE FOR COURIERS TO LINK POST C&R UNIT AND NSC OFFICES.

14. TELEPHONES.

INSTRUCTIONS ON TELEPHONE REQUIREMENTS CONTAINED SEPTEL.

15. OFFICE MACHINES & OFFICE SUPPLIES.

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, (PRESTIGE ELITE 72 - PITCH 12; COURIER 72 - PITCH 10), PREFERABLY IBM SELECTRIC.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5"

PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMPHASSY PHONE BOOK, DIPLOMATIC LIST.

16. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE DR. BRZEZINSKI IS HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.
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17. MISCELLANEOUS

A. ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

B. ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES, ETC., WHICH MIGHT AFFECT VISIT.

C. ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

D. ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

E. ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

F. EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

G. MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-S. THE POST IS REQUESTED TO REPORT BACK TO S/S-S ON OFFICE SET-UP AND OTHER REQUIREMENTS AS SOON AS POSSIBLE.

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FOLLOWING REPEAT STATE 121038 ACTION PEKING TOKYO SEOUL
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Disposition Comment: 25 YEAR REVIEW
Disposition Date: 20 Mar 2014
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Enclosure: n/a
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Handling Restrictions:
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Legacy Key: link1978/newtext/t19780563/aaaacbvo.tel
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Litigation Codes:
Litigation History:
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Review Action: RELEASED, APPROVED
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Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
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Secure: OPEN
Status: NATIVE
Subject: BRZEZINSKI VISIT - ADMINISTRATIVE/LOGISTICAL REQUIREMENTS THE FOLLOWING ARE ADMINISTRATIVE/LOGISTICAL REQUIR
TAGS: OVIP, XB, (BRZEZINSKI, ZBIGNIEW)
To: PEKING TOKYO MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/3b34969f-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
US Department of State
EO Systematic Review
20 Mar 2014
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